



## **Remote Learning – Teacher Policy**

In the event of school closure, the School aims to continue its provision through a programme of remote learning, utilising the technology that is available and, where possible, familiar to both pupils and teachers. The aim of this policy is to outline how remote learning will work on a day-to-day basis and give you specific guidelines as to how you should use this technology in a safe and responsible way. You must read the information below and agree to the terms in the User Agreement.

### **Working hours**

As part of the remote learning programme, the school day should start at 08.30 and finish at 15.30. Pupils are being instructed, as much as possible, to try and follow the timetables set by the teachers. Therefore, you will be expected to be available, where necessary, to pupils and/or parents throughout the school day if required.

### **How will remote learning work?**

All teachers will be asked to provide learning resources, set learning activities and mark/feedback on pupil work remotely. To support pupils' learning and wellbeing, colleagues are also asked to deliver 'virtual' sessions using video conferencing tools. The timetable, curriculum and method of providing these elements of remote learning will mostly be through Class Dojo; however, Zoom and Google Meet will be used for virtual link ups.

### **Remote Learning User Agreement**

You must read and agree to below terms. These terms are in addition to those in the main *IT Acceptable Use Policy* which you have already agreed to.

- Teachers are accountable for adhering to the expectations in the relevant Remote Learning Roles & Responsibilities document and therefore responsible for raising any concerns or training requirements with the Remote Learning Coordinator or the Headteacher.
- Normal working practices relating to illness and required absence should be adhered to so that appropriate cover can be provided.
- Should there be a need to speak to an individual pupil i.e. because of a pastoral or safeguarding concern, teachers should report their concern on CPOMS and notify the Safeguarding Team. Teachers may contact pupils / parents privately using Class Dojo and/or Google Classroom. If a phone call is required, the teacher should contact the school office in the first instance.
- The pupils' / parents' private information such as their mobile number should not be stored on any teachers' device. Teachers will need to obtain this information from the school data base.
- All video conference calls with pupils should be recorded.

- Staff need to be aware that, for legal and safeguarding reasons, activity on School platforms such as Google Classroom and Dojo are logged and monitored. The School reserves the right to determine the activity and use of technology, and thus action disciplinary procedures should there be an instance of misuse.

To create a safe environment for our pupils when engaging in a 'virtual' session using video conferencing tools, there are several things that a teacher should adhere to;

- Virtual sessions can only be held with pupils who have parental consent to do so. Teachers will be informed of those pupils who do not have permission.
- Virtual sessions should be conducted on a school owned laptop/device.
- Teachers must not record or take photos of any pupil interactions using any personal devices, unless otherwise instructed by the DSL.
- Virtual sessions should be delivered from a quiet, safe area of school or your home, free from distractions.
- If at home, teachers should use an appropriate 'virtual background' to hide their backdrop from pupils and protect their privacy or a very neutral background.
- Teachers should be appropriately dressed.
- Teachers must supervise the virtual session at all times and ensure that all pupils exit before closing the session.
- Teachers must be sensitive to the needs of individual pupils and therefore never force pupils to display their video if they are unwilling to do so - those pupils can still interact using audio.
- Teachers should communicate with the Remote Learning Coordinator and/or the parent/-carer if they consider any interactions to be inappropriate or not conducive to learning.
- All safeguarding concerns should be raised through CPOMS.